

CITY OF RIVERSIDE PLANNING DEPARTMENT

*Administrative Landscape  
and Irrigation Review (DR) Check List*



Design Review of Landscape and Irrigation plans is done by planning staff. The initial review will be done within 21 days of submittal of a complete application, including payment of all appropriate fees. Your plans will be judged against standard guidelines. For more information about these, please ask for a copy of our "Design Review Guidelines" handout. We also have a booklet on water efficient landscaping with planting and irrigation information, the “Water Efficient Landscaping and Irrigation Ordinance Summary and Design Manual”. Your plans must also meet these standards. The following check list gives you the requirements for application, including fees, and number of drawings. You may also be required to pay a separate fee for street tree review by the Park and Recreation Department.

REQUIRED ITEMS FOR FILING:

I. APPLICATION FORM

☐ One copy of a completed General Application form.

II. PLANNING DEPARTMENT FEES

<input type="checkbox"/>	<b>Landscape and Irrigation Plans (DR)</b>	\$ 715.00
	Revisions -- 50% of above fee	\$ 357.00
	<b>Reverse Frontage</b>	
	Landscape, irrigation & wall plans	\$ 308.00
	Revisions -- 50% of above fee	\$ 154.00
	<b>Time Extension</b> (per year)	\$ 132.00
	<b>Appeal</b>	\$ 220.00

In addition to the above Planning Department Design Review Fees, a separate Park and Recreation Plan Check Fee will be required for all reverse frontage or median landscaping projects (landscaping within the public right-of way areas). See the Park & Recreation Department Staff prior to calculating these fees.

☐ REVERSE FRONTAGE AND MEDIAN PLAN CHECK FEES

Base amount (required for all projects)	\$ 86.00
Multiply project square footage by \$ 0.06 per square foot ( _____ x .06)	\$ _____
Total square footage fee	\$ _____
General Plan 10% Surcharge	+ \$ _____
	=====
Add Base Amount + Total SF fee + 10% GP Surcharge	\$ _____ TOTAL FEE

FEES ARE GENERALLY NOT REFUNDABLE

III. LANDSCAPE AND IRRIGATION PLAN REVIEW

☐ Two sets of Landscape and Irrigation Plans. See the Planning Department's "Water Efficient Landscaping and Irrigation Ordinance Summary and Design Manual" for specific details.

**IV. REVERSE FRONTAGE WALL, LANDSCAPE AND IRRIGATION PLANS (For Reverse Frontage and Median Review Only)**

☐ **Three Sets of Street Improvement Blueprints Showing:**

All reverse frontage wall locations, including wall heights and pilaster locations.

Wall elevations, sections and design details, including colors, block types, pilaster and cap designs.

☐ **Five Sets of Landscape and Irrigation Blueprints Including:**

All required details noted in the "Water Efficient Landscaping and Irrigation Ordinance User's Manual" available at the Planning Department. Wall details must be on the street improvement drawings, not on the landscape and irrigation drawings.

☐ **Drawing Assembly:**

Plans assembled into **sets and stapled** along the left margin, and **folded** to a maximum size of 8 ½" x 14". **NOTE:** The Planning Department is attempting to coordinate wall and landscape treatments by street segments. A preliminary review should be arranged prior to submission of plans. Contact the Department at (909) 826-5371.

# CITY OF RIVERSIDE PLANNING DEPARTMENT

## *Administrative Landscape and Irrigation Plan Design Standards*

### V. DESIGN STANDARDS - LANDSCAPING

- A. PLANT VARIETY: The site landscaping makes use of a variety of plant materials, (minimum of 3 types of trees, 3 types of shrubs and 2 types of groundcover) that are suited to Riverside's inland climate. There is a balance of deciduous and evergreen trees.
- B. LANDSCAPING FOR PROJECT ENHANCEMENT: The proposal uses plant materials creatively to accent entries, soften or reinforce building lines and draw attention to important features.
- C. SOFTENING HARD LINES: The proposal uses shrubbery at the base of building, freestanding and retaining walls to soften the hard edge between paving surfaces and wall surfaces.
- D. BUFFERING UNDESIRABLE VIEWS: Trees, shrubs and mounded groundcover are used to soften the view towards parking lots, loading areas, trash enclosures, storage areas, transformers, and the like.
- E. PARKWAY AREAS: Where provided, public parkways have been planted with living groundcover, usually turf, with the overall maintenance the responsibility of the subject property owner.
- F. PARK AND RECREATION REQUIREMENTS: All requirements of the City's Park and Recreation Department have been complied with, including the following:
  - 1. Street trees are coordinated with the on-site landscaping, and the designated tree types, numbers, and required spacing of the trees are shown on the plans.
  - 2. All plan check fees as determined by the Parks Department have been paid.
  - 3. All general notes, and planting and staking details have been included on the plans, as required by the Parks Department.
- G. CURBS: Planter beds in parking areas are protected by 6" wide by 6" tall concrete curbing.
- H. TREESTAKING: Street trees and on-site trees are shown double-staked, per the City's Standard Tree Staking Detail, including lodge-pole stakes and tire strip ties.
- I. PLANT CONTAINER SIZES: The minimum plant material size is generally consistent with the standards as established for DRB review, including:
  - 1. Flats: Acceptable for groundcovers; space to provide 100% coverage in approximately 6 months.
  - 2. 1-Gallon Plants: Acceptable for small accent plants, such as Agapanthus, Day Lilies, Sea Lavender, and for low shrubs planted to serve as groundcover.
  - 3. 5-Gallon Plants: Minimum acceptable size for large accent shrubs, screens, hedges and foundation plantings.
  - 4. 15-Gallon Plants: Minimum acceptable tree size (see below for 24" box and 36" box exceptions).
  - 5. 24" Box: Minimum acceptable tree size for 20% of trees in projects of 1 acre or larger in size.
  - 6. 36" Box: Minimum acceptable tree size for 10% of trees in projects of 1 acre or larger in size.
- J. WATER EFFICIENT LANDSCAPE DESIGN: The project complies with the provisions of the City's Water Efficient Landscaping and Irrigation Ordinance, including the use of low maintenance and drought tolerant plants, and water efficient irrigation systems. The Water Conservation Concept Statement has been completed and included with the submittal.

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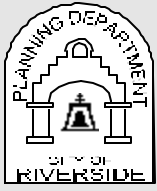
- K.     **PRESERVATION:** Existing plants and natural features are clearly identified. Significant specimens and features are specified to be preserved on the site as appropriate.
- L.     **GRADING:** Graded slopes are provided with sufficient landscaping and irrigation coverage for erosion control, and to soften the view to cut and fill slopes from surrounding public views.
- M.     **LAWN AND SHRUB AREA SEPARATION:** Concrete mow strips or minimum 1" x 3" redwood header boards have been provided between all lawn and shrub areas.
- N.     **PARKING LOT SCREENING:** Parking lots have been screened from street view in compliance with the Zoning Code (Section 19.74.080 (9)) through the use of:
  - 1.       a 3' high landscaped berm;
  - 2.       a 3' high shrub row, with all shrubbery to be located towards the rear of the landscaped setback, or;
  - 3.       a combination of the above two items, or an alternative buffer subject to the written approval of the Planning Director.
- O.     **PARKING LOT FINGER AND END PLANTERS:** Within the parking lot, closely spaced minimum 5-gallon shrubs are provided within the end row planters and finger planters to discourage pedestrian traffic across these planters.
- P.     **PARKING LOT SHADING:** Canopy trees are provided as follows to shade the parking areas:
  - 1.       Tree Wells: One tree within each tree well centered between the stalls at every 4-5 spaces.
  - 2.       End Row Planters: One tree within each end planter, next to each parking stall. Two trees provided at the end of each double row of stalls.
  - 3.       Finger Planters: One tree within each finger planter, centered with the adjacent parking stall.
  - 4.       Strip Planters: One tree in line with the edge of the parking stall, spaced at every 4-5 stalls.

## **VI.    DESIGN STANDARDS - IRRIGATION**

- A.     **IRRIGATION PLAN PREPARATION:** The designer of the plans and specifications is someone legally entitled to prepare the plans, as listed in the Water Efficient Landscape and Irrigation Ordinance.
- B.     **DESIGN FOR 100% OVERLAPPING COVERAGE:** The irrigation system is designed to provide 100% overlapping side-to-side and head-to-head coverage.
- C.     **PARKWAY AREAS:** The irrigation system is extended into public parkways, where provided, to maintain the landscaping being installed.
- D.     **SPRINKLER HEAD INFORMATION:** Sprinkler head brands, models, specifications are presented on the plans in a readable legend.
- E.     **AUTOMATIC CONTROLLERS:** A high quality automatic controller is provided for watering at continuous intervals. The brand and model of the controller and valves are specified in a readable legend.
- F.     **IRRIGATION PIPES:** The type of pipe, the pipe rating and pipe sizes are specified on the plans in a readable legend. Main lines typically PVC Schedule 40, lateral lines a minimum PVC Class 200, and lines under paving with PVC Schedule 40 sleeves.
- G.     **ANTI-SIPHON, BACKFLOW PREVENTERS AND VALVE BOXES:** Anti-siphon and backflow preventers are provided in accordance with current codes.

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- H. VALVE PLACEMENT: Valves are provided in below grade valve boxes to minimize vandalism and enhance the appearance of the irrigation system.
- I. SPRINKLER RISER PROTECTION: Triple swing joints are provided to protect all sprinkler heads.
- J. POP-UPS: Pop-up sprinkler heads provided next to all parking areas and walkways.
- K. BROWN LINE PIPING: Brown line piping allowed on sloped areas, if staked properly.
- L. DRIP SYSTEM: If a drip irrigation system is provided, all necessary tubing and emitters are specified, with appropriate connectors and staking indicated.



# GENERAL APPLICATION FORM



**Request:** \_\_\_\_\_

(State in detail what you want to do, attach separate sheets as necessary.)

**Address of Subject Property:** \_\_\_\_\_

**Assessor's Parcel Number(s):** \_\_\_\_\_

**Size of Subject Property:** \_\_\_\_\_

- ☐ **Attach a copy of the most recent Grant Deed.**
- ☐ **If your request is not for the entire property described on the deed, also attach a metes and bounds description.**
- ☐ **Attach a copy of the Assessor's Plat Map showing the subject site.**

**Legal Owner Information:**

*I hereby certify that I am (we are) the record owner(s) (for property tax assessment purposes) of the property encompassed by this application. I further waive the right of a decision of the project by the City within the prescribed time limits as set forth in the Municipal Code in the event an Environmental Impact Report is required to be prepared for the project. I also understand and agree that the submittal date of my application will be the filing deadline following receipt of my request.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Applicant Information:**

(If other than legal owner)

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_) \_\_\_\_\_

Facsimile: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Representative Information:**

(If other than applicant)

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_) \_\_\_\_\_

Facsimile: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**If any other person should be notified regarding the processing of this request, attach the name, address, and telephone number on an additional sheet and check this box ' ' .**

**Notice:** Failure to fully complete this application or provide attachments will cause a processing delay or its rejection.

**THIS SECTION TO BE COMPLETED BY STAFF**

Type of Case: \_\_\_\_\_ Received By: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ CEQA' NONCEQA'

Filing Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Filing Deadline: \_\_\_\_\_ TEAM: N ' S ' C '

Memo: \_\_\_\_\_ Entered in Caselogs '

**For Questions Contact the Planner on Duty  
3900 Main Street, Riverside, CA 92522  
Telephone (909) 826-5371, Facsimile (909) 826-5622**